



**7 VENDOR MANAGEMENT**

*Effective: 6/1/96*

**7.4 Vendor Authorization Process: Acceptable Vendors**

**POLICY:** Only grocery stores and pharmacies that are authorized as vendors by the State WIC Program may accept WIC drafts and be reimbursed by the WIC Program for foods provided to participants. If the store has an acceptable application and site visit, an authorization packet is sent to the local WIC Project.

**PROCEDURE:**

**A. TIMEFRAMES FOR VENDOR CONTRACTS**

1. Except for initial authorizations, all authorizations expire on December 31 of even-numbered years regardless of when an authorization was granted.
2. When an application is approved for a vendor's initial authorization at a location, the initial authorization shall expire one year after the date on which the authorization was granted.
3. Vendors with one-year contracts will be provided with a new Agreement, if they have complied with the requirements of the WIC Program. The State WIC Vendor Unit will coordinate this activity and notify local WIC Projects of any stores denied authorization.

**B. AUTHORIZATION MATERIALS/VENDOR CONTRACTS**

1. The State WIC Vendor Unit forwards a packet of authorization materials to the local WIC Project to be provided to the vendor during the authorization training.
2. Approved authorization materials become part of the vendor's contract with the State of Wisconsin WIC Program and must be available at the store upon the request of local WIC Project personnel or State WIC Vendor Unit. The packet of authorization materials include the following items:
  - a) Vendor application - vendor's copy is included if it was not retained by the vendor when the application was submitted to the State WIC Vendor Unit; a copy is retained at the Vendor Unit and the local WIC Project.
  - b) Stock Price Survey - vendor's copy is included if it was not retained by the vendor when it was submitted with the vendor application; a copy is retained at the State WIC Vendor Unit and the local WIC Project



- c) Agreement Between the State of Wisconsin WIC Program and the Vendor - a copy is retained by the State WIC Vendor Unit and the vendor.
- d) Wisconsin WIC Vendor Manual (POH 4537) - each store is provided with one manual. Local WIC Projects should maintain a supply of manuals to provide to stores at the time of the authorization training.
- e) HSS 149 Administrative Rules (POH 4211)

### **C. VENDOR STAMPS AND EDUCATION MATERIALS**

Vendor stamps and education materials are included in the authorization packet, which are not part of the vendor's contract include the following:

1. Vendor stamp is assigned to each authorized store for validating WIC drafts accepted at that store only.
  - a) Stamps must not be used to validate drafts accepted by any other store, even if the stores are owned by the same owner.
  - b) The stamp must be kept in a safe place at the store.
  - c) Stores are responsible for keeping stamps clean and useable.
  - d) Theft or loss of the stamp should be reported immediately to the State WIC Vendor Unit. In most cases, the stamp will be replaced with the same stamp number. If the stamp is recovered, it should be returned to the State WIC Vendor Unit.
  - e) Worn stamps will be replaced by the State WIC Vendor Unit upon request and will be replaced with the same number.
  - f) When a store closes for business or changes ownership, the rubber portion of the stamp must be returned to the State WIC Vendor Unit, either by the store or the local WIC Project.
2. Samples of educational materials include the following items, which are included in the Wisconsin WIC Vendor Manual.
  - a) List of Approved WIC Foods/Cashier Instructions Cards (POH 4081): One should be kept at each cash register/ checkout lane.
  - b) Shelf Talkers (POH 4093): These are designed to fit on grocery store shelves to assist participants in identifying WIC foods.



- c) Wisconsin WIC Checks Accepted Here (POH 4098) (large sticker):  
Administrative rules HSS 149 requires each authorized store to display a sign or sticker in a visible place so WIC participants can easily identify the store as authorized to accept WIC drafts. This sticker is designed to be placed on store doors.
- d) Wisconsin WIC Checks Accepted Here (POH 4089) (small sticker): This is designed to be placed on a cash register to identify the store as authorized to accept WIC drafts.
- e) If you are Using WIC Drafts, Please Separate WIC Foods From Your Other Groceries (POH 4123) (sticker): This is designed to be placed on a cash register as a reminder to WIC participants.
- f) Colored photos of WIC approved foods to be used for training store personnel and to be placed in employee break rooms or other common areas of the store or near the cash register include the following photos:
  - (1) Cereals (POH 4133)
  - (2) Juices (POH 4145)
  - (3) Attention WIC Parents! Only These Infant Formulas May Be Purchased With WIC Drafts...(POH 4456). This photo includes pictures of contract formula only.
- g) Manager/Cashier Training Videocassette: This is designed as a supplemental training tool for use with the Wisconsin WIC Vendor Manual. The video can be purchased by vendors by submitting an order form.
- h) Training Materials for Cashiers (POH 4090): This is a compilation of the cashier training materials included in the Wisconsin WIC Vendor Manual. It is a tool for store personnel to use for training cashiers and can be duplicated and used as a handout.

### **D. SUPPLYING EDUCATIONAL MATERIALS**

Order forms are included in the Wisconsin WIC Vendor Manual.

1. A supply of educational materials should be maintained by local WIC Projects. Projects can place orders to the State WIC Vendor Unit by submitting a WIC Vendor Supply Order Form (DOH 4444).



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2. Vendors can place orders for educational materials by submitting a WIC Vendor Supply Order Form (DOH 4444) to the State WIC Vendor Unit or by requesting materials from their local WIC Projects.
3. The Manager/Cashier Training Videotape can be purchased by vendors by submitting an order form (DOH 4444a) along with a check for the videotape. The cost of the videotape is indicated on the order form.